

**FEDERAL TRAVEL REGULATION**  
**Chapter 301—Travel Allowances**

**§ 301-3.3**

origin and destination points (including connection points) provide only premium-class accommodations, and the employee certifies this circumstance on the travel voucher.

(ii) *No space available in coach-class accommodations.* The use of premium-class other than first-class airline accommodations may be authorized or approved when space is not available in coach-class airline accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed.

(iii) *Travel by an employee with a disability.* The use of premium-class other than first-class airline accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment, and the employee's condition is substantiated in writing by competent medical authority. The use of premium-class other than first-class airline accommodations also may be authorized for an attendant, who is authorized under § 301-9.2(c)(1) of this chapter to accompany the employee, when the employee is authorized use of premium-class other than first-class airline accommodations and requires the attendant's services en route.

(iv) *Security purposes or exceptional circumstances.* The use of premium-class other than first-class airline accommodations may be authorized or approved when such accommodations are required for security purposes or because exceptional circumstances, as determined by the agency head (or his/her designee), make their use essential to the successful performance of the agency's mission.

(v) *Inadequate foreign carrier coach-class accommodations.* The use of premium-class other than first-class airline accommodations may be authorized or approved when coach-class airline accommodations on foreign carriers do not provide adequate sanitation or health standards, and the use of foreign flag air carrier service is approved in

accordance with the Fly America Act (see § 301-3.6 of this part for rules governing the use of U.S. flag carriers).

(vi) *Overall cost savings.* The use of premium-class other than first-class airline accommodations may be authorized or approved when such accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of coach-class accommodations.

(vii) *Use of frequent traveler benefits.* The use of premium-class other than first-class airline accommodations may be authorized or approved when obtained as an accommodations upgrade through the redemption of frequent traveler benefits.

(viii) *Acceptance of payment from a non-Federal source.* The use of premium-class other than first-class airline accommodations may be authorized or approved when the employee's transportation is paid in full through agency acceptance of payment from a non-Federal source in accordance with part 304-1 of chapter 304 of this subtitle.

(ix) *Travel in excess of 14 hours.* The use of premium-class other than first-class airline accommodations may be authorized or approved when travel is direct between authorized origin and destination points which are separated by several time zones, and either the origin or destination point is outside the continental United States (CONUS), and the scheduled flight time (including stopovers) is in excess of 14 hours. When this authority is exercised, an employee shall not be eligible for a rest stop en route or a rest period upon arrival at the duty site under § 301-7.11 of this chapter.

\* (e) *Agency reporting requirements for first-class travel.* Each agency shall submit to the General Services Administration (GSA), no later than 60 days after the end of each

fiscal year, a report of all first-class travel authorized by the agency during the fiscal year. This report has been assigned Inter-agency Report Control No. 0411-GSA-AN. The rules in paragraph (e) (1) through (4) of this section govern data collection, submission requirements, reporting procedures, and exceptions.

(1) *Data collection.* Each agency shall collect the following data for each instance an employee uses first-class accommodations that are authorized under paragraph (b), (c), or (d) of this section:

(i) Mode of travel (i.e., airline, steamer, or train);

(ii) Name of traveler;

(iii) Origin and destination points;

(iv) Beginning date of travel;

(v) Purpose of travel (i.e., site visit, information meeting, training attendance, speech or presentation, conference attendance, relocation, entitlement travel, special mission travel, emergency travel, or other travel purposes);

(vi) Circumstances justifying use of first-class accommodations (i.e., no other reasonably available accommodations, travel by an employee with a disability, security reasons, or inadequate foreign coach-class train accommodations);

(vii) Actual first-class accommodations fare; and

(viii) Coach-class accommodations fare (or in the case of steamers, lowest-class steamer accommodations fare) for the actual route used.

(2) *Submission requirements.* Each agency shall submit to GSA a cover letter with the agency name, the name of a person to contact for further information, and a phone number where the contact person may be reached. The cover letter also shall state the total number of records reported, the total actual cost of first-class accommodations reported, and the total cost of alternative

coach-class accommodations based on the actual route used. Agencies must submit an IBM MS-DOS compatible floppy disk (either 3½" or 5¼") with an ASCII file containing the first-class accommodations use records in the following data format:

(i) The first field in each record will be the "mode of travel" field containing one (1) numeric character corresponding to the mode of travel. Use the following codes in the mode of travel field:

Mode of travel	Code
Airplane .....	0
Ship .....	1
Train .....	2

(ii) The second field in each record will be the "name of traveler" field with forty-five (45) available alphanumeric character spaces containing the name of the traveler for whom first-class accommodations were authorized and used. Enter each record in upper case letters starting with the last name, followed by the first name, and the middle initial. Include a comma after the last name, but do not include the period after the middle initial (e.g., DOE, JOHN A).

(iii) The third field in each record will be the "origin point" field with thirty-five (35) available alphanumeric character spaces containing the origin city and state (or country of origin for travel outside the United States). Enter the record in upper case letters. Use standard two (2) letter state abbreviations, but enter the full name of the country, if other than the United States, to the extent the field size will accommodate the full name (e.g., CHICAGO, IL; SAN JUAN, PUERTO RICO; or PARIS, FRANCE).

(iv) The fourth field in each record will be the "destination point" field with thirty-five (35) available alphanumeric character spaces containing the destination city and

**FEDERAL TRAVEL REGULATION**  
**Chapter 301—Travel Allowances**

**§ 301-3.3**

state (or destination country for travel outside the United States). Enter the record in upper case letters. Use standard two (2) letter state abbreviations, but enter the full name of the destination country, if other than the United States, to the extent the field size will accommodate the full name.

(v) The fifth field in each record will be the "beginning date of travel" field with six (6) numeric characters containing the date of first-class travel. The first two characters identify the month (enter 0 in the first space for single digit months, e.g., 01 for January); the second two characters identify the day of the month (enter 0 in the first space for single digit days); and the final two characters identify the last two digits of the calendar year (e.g., 060193; 091163; or 123189).

(vi) The sixth field in each record will be the "purpose of travel" field containing one (1) numeric character corresponding to the purpose of the travel. Use the following codes in the purpose of travel field:

Purpose of travel	Code
Site visit .....	0
Information meeting .....	1
Training attendance .....	2
Speech or presentation .....	3
Conference attendance .....	4
Relocation .....	5
Entitlement travel .....	6
Special mission travel .....	7
Emergency travel .....	8
Other travel purposes .....	9

(vii) The seventh field in each record will be the "circumstances justifying use of first-class accommodations" field containing one (1) numeric character corresponding to the circumstances that justified the use of first-class accommodations. Use the following codes in the circumstances justifying use of first-class accommodations field:

Circumstances justifying use of first-class accommodations	Code
No other reasonably available accommodations .....	0
Disability .....	1
Security .....	2
Inadequate foreign coach-class train accommodations .....	3

(viii) The eighth field in each record will be the "actual first-class accommodations fare" field with four (4) numeric characters containing the actual cost of the first-class accommodations fare expressed in whole dollar amounts (truncate amounts less than a dollar from the record and enter the amount without commas or dollar signs).

(ix) The ninth field in each record will be the "coach-class accommodations fare for the actual route used" field with four (4) numeric characters containing a representative coach-class accommodations fare (or in the case of steamers, the lowest-class accommodations fare) for the actual route used expressed in whole dollar amounts (truncate amounts less than a dollar from the record and enter the amount without commas or dollar signs). The coach-class accommodations fare is the fare that would have been paid if the employee had traveled the same route using coach-class accommodations.

(3) *Reporting procedures.* Agencies shall submit the reports (floppy disk with cover letter) to the General Services Administration, Transportation Management Division (FBX), Washington, DC 20406. The reports must be submitted no later than 60 days after the end of the fiscal year in which the first-class travel began.

(4) *Exceptions.* To the extent that information is protected from disclosure by statute or Executive Order, an agency is not required to furnish data otherwise required to be reported. Information that may be disclosed shall be submitted to GSA. When

specific information required in paragraph (e)(1) of this section is protected from public disclosure, an agency shall submit in its cover letter the aggregate information listed in paragraphs (e)(4) (i) through (iii) of this section unless the aggregate information also is protected from public disclosure.

(i) Aggregate number of authorized first-class trips that are protected from disclosure.

(ii) Aggregate total of actual first-class accommodations fares paid.

(iii) Aggregate total of coach-class accommodations fares for the actual route used.

### § 301-3.4 Special fares.

(a) [Reserved]

(b) **Reduced rates**—(1) *Use of special lower fares.* (i) Through-fares, special fares, commutation fares, excursion fares, and reduced-rate round-trip fares shall be used for official travel when it can be determined before the start of a trip that this type of service is practical and economical to the Government. Round-trip tickets for special lower fares which are restricted or have specific eligibility requirements shall be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that these tickets will be used. The use of special lower fares under these provisions does not take precedence over the mandatory use of contract air fares between selected city-pairs as prescribed in paragraph (b)(1)(ii) of this section.

(ii) For the use of contract air carriers for official travel between certain cities/airports, all agencies, except DOD, shall follow the policies, procedures, and requirements provided in part 301-15, subpart B. DOD must follow procedures established in the Defense Traffic Management Regulation, AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3.

(2) *Reduced group or charter fares offered by travel agents.* (i) Reduced fares for group or charter arrangements available only through travel agents may be used by individuals or a group of employees provided an administrative determination has been made by the agency on a case-by-case basis before the travel that use of the reduced group or charter fares will result in a monetary savings to the Government and will not interfere with the conduct of official business. In such instances, if payment for transportation cannot be made to a carrier with a Government transportation request but must be made to the travel agent, the traveler shall pay for the transportation from his/her own funds or from a travel advance (see part 301-10) and shall obtain a receipt (when required under § 301-11.3(c)) for the cost of the transportation necessary in the performance of official business which shall accompany his/her voucher along with a copy of the required administrative determination. Reimbursement shall not exceed the cost of accommodations authorized under § 301-3.3.

(ii) The infrequent traveler, unaware of the general prohibition against the use of travel agents, who inadvertently purchases transportation with personal funds from a travel agent without the required advance administrative approval, may be granted an exception to the preclusive provisions on a one-time basis and may be paid for the travel costs incurred not to exceed the cost which would have been properly chargeable to the Government if

**Next page is 3-5.**

# FY 2000 FIRST CLASS TRAVEL REPORT

## Bureau Name

MODE	TRAVELLER	ORIGIN	DESTINATION	DATE	PUR- POSE	JUSTIFI- CATION	FIRST CLASS FARE	COACH FARE
0	LAST, FIRST M INITIAL	CITY, COUNTRY	CITY, STATE	021699	1	1	836	343
0	LAST, FIRST M INITIAL	CITY, STATE	CITY, COUNTRY	030399	4	2	3,304	587
0	LAST, FIRST M INITIAL	CITY, STATE	CITY, STATE	081599	1	1	836	343
0	LAST, FIRST M INITIAL	CITY, COUNTRY	CITY, COUNTRY	091299	5	2	4,678	435

NOTE: Enter "beginning date of travel" only.